



UNITED STATES MARINE CORPS
2D COMBAT ENGINEER BATTALION
2D MARINE DIVISION
PSC BOX 20089
CAMP LEJEUNE, NC 28542-0089

BnO 1700.1

CO

JAN 27 2015

BATTALION ORDER 1700.1

From: Commanding Officer
To: Distribution List

Subj: REQUEST MAST

Ref: (a) MCO 1700.23F
(b) NAVMC 1700.23
(c) 2d MarDivO 1700.6N

Encl: (1) NAVMC 11296

1. Situation. To establish policy and procedures for Request Mast within 2d Combat Engineer Battalion.

2. Mission. To preserve the right of all Marines to directly communicate grievances to, or seek assistance from, the Commanding Officer as exercised through the formal process of Request Mast. Request Mast includes both the right of the Marine to communicate with the Commander, normally in person, and the requirement that the commander consider the matter personally to the Marine requesting mast.

3. Execution

a. Commanders Intent and Concept of Operations

(1) Commanders Intent. All members of 2d Combat Engineer Battalion utilize this order for the purpose of exercising Request Mast to the Commanding Officer.

(2) Concept of Operations. Submit Request Mast applications in writing utilizing enclosure (1) via the chain of command to the commander with whom the Request Mast is desired.

b. Subordinate Element Mission. Company Commanders ensure Marines that desire to Request Mast are afforded the opportunity in accordance with the references.

4. Administration and Logistics

a. XO/Adjutant/SgtMaj

(1) Ensure this directive is posted and published on the SharePoint and throughout the Battalion and readily available to all personnel.

(2) Facilitate the process of Request Mast applications addressed to the Commanding Officer for consideration.

Distribution Statement D: Approved for public release; distribution is unlimited.

(3) Ensure all Request Mast are resolved in a timely manner.

b. OIC's/SNCOIC's

(1) Ensure all personnel are familiar with the contents of this order and the associated command specific elements.

(2) Facilitate the appearance of Marines in front of the commander in order to execute their right to Request Mast.

5. Command and Signal

a. Command. This order is applicable to all Marines and Sailors attached or assigned to 2d Combat Engineer Battalion.

b. Signal. This order is effective the date signed.



G. A. MCCULLAR

DISTRIBUTION LIST: D

MARINE CORPS REQUEST MAST APPLICATION

NAVMC 11296 (Rev. 6-97)

SN: 0000-00-888-0350 U/I: EA

PRIVACY ACT STATEMENT

Authority: Title 5, U. S. Code 301; Title 10, USC Section 5013

Principal Purpose: Formal filing of complaints/problems to command personnel.

Routine Uses: To provide a record to facilitate personnel management actions and decisions; to serve as a data source for complaint/problem information and resolution efforts.

Disclosure: Disclosure is voluntary. Failure to complete the requested items could result in delayed command action and/or an inaccurate/incomplete analysis of the complaint/problem.

PART I: TO BE COMPLETED BY THE APPLICANT

1. NAME:	2. RANK:	3. SSN:
4. UNIT:	5. RACE/ETHNIC GROUP:	
6. GENDER:	7. DATE:	

8a. I desire to Request Mast with: (Provide the name and billet of the Commanding Officer with whom you desire to communicate.):

8b. NATURE OF COMPLAINT/PROBLEM: (Give in as much detail as possible the basis of your complaint; describe the incident(s)/behavior(s) and date(s) of the occurrence(s); the names of the individuals involved, witnesses and to whom it may have been previously reported. Include any other information relevant to your complaint/problem. Attach additional sheets, as needed).

8c. REQUESTED REMEDY/OUTCOME: (Clearly state what assistance or complaint resolution you are seeking from the commanding officer named in 8a above.)

9. AFFIDAVIT

I, _____, have read this statement which begins in Block 8b on this page (page 1) and ends on page _____. I fully understand the statement made by me and certify the statement is true. I have initialed all corrections. I make this formal statement without threat of punishment and without coercion, unlawful influence, or unlawful inducement.

(SIGNATURE OF APPLICANT/DATE)

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PART II: TO BE COMPLETED BY THE OFFICER CONDUCTING REQUEST MAST

10. DISPOSITION: (Provide a detailed explanation of actions taken or attempted to resolve the complaint/problem, to include any other referrals. If an inquiry/investigation was initiated as a result of this complaint, provide the type conducted and the results. Attach additional sheets as necessary.)

COMMANDING OFFICER SIGNATURE/DATE

PART III: APPLICANT'S ACKNOWLEDGMENT OF REQUEST MAST

(Applicant should initial/complete the appropriate statement(s))

_____ I have had the opportunity to communicate directly with my Commanding Officer named in Block 8a and understand the disposition or probable disposition of my problem/complaint.

_____ I have had the opportunity to communicate directly with _____
(name and billet of commanding officer subordinate to officer named in Block 8a), understand the disposition or probable disposition of my problem/complaint, and voluntarily withdraw this Request Mast.

_____ I have not had the opportunity to communicate directly with my Commanding Officer named in Block 8a.

_____ I have had the opportunity to communicate directly with my Commanding Officer named in Block 8a but have not been informed of the disposition or probable disposition of my problem/complaint.

WITNESS' SIGNATURE/DATE

APPLICANT'S SIGNATURE/DATE